Book	Policy Manual
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TRANSPORTATION OF STUDENTS BY SCHOOL EMPLOYEES

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~~The Board of Education prohibits employees from transporting students in employee's personal vehicles. The following requirements shall be observed when employees are transporting students for a school-related activity:~~

1. ~~The employee must have the DMV required Public Passenger Endorsement on their license: the "A" endorsement is required prior to operating a student transportation vehicle used in connection with school-sponsored events and activities, but not used to transport students to and from school. Applicants or holders of a public passenger endorsement must have an acceptable driving record; or other legal authority to transport students; and~~

2. ~~The employee must use a district-owned or municipal vehicle to transport students for all off-campus trips. Approval of these trips must be obtained in writing in advance from the superintendent and/or designee.~~

~~Cross References~~ ~~6153 - Field Trips~~

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The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

School employees may use their private automobiles, when properly insured, to transport students under the following circumstances:

1. Trip is approved by Principal, Athletic Director or other responsible administrator in advance.

2. If a field trip, proper field trip form is submitted and approved by the Principal, Athletic Director or other responsible administrator in advance.

3. Use of private automobile is approved by Principal, Athletic Director or other responsible administrator in advance.

4. No more passengers, including the driver, may be transported in the private vehicle than the vehicle was designed to carry and the number of seat belts provided.

5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.

6. The Principal will maintain a file of the above noted forms. (Including photocopy of the driver's license and insurance documentation).

7. Parent authorization forms must include notification that children will not be transported in a school vehicle.

8. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the Principal and parent / legal guardian.